

California HR: Applying CA Law to Employment Practices

Intended Audience	Mid-Level	Delivery Options	<ul style="list-style-type: none">• 2-Day In-Person (Onsite or Seminar)• 4-Week Virtual
HR Competencies	<ul style="list-style-type: none">• Consultation• Critical Evaluation• HR Expertise (HR Knowledge)	Recertification*	<ul style="list-style-type: none">• In-Person SHRM: 15 PDCs HRCI: 15• Virtual SHRM: 15 PDCs HRCI: 15

Program Overview

Updated for 2018, attendees will experience the full scope of dynamic and unique challenges human resource professional's face on a daily basis while leading workforces in California. Throughout the seminar, engage in frequent practical exercises and collaborative discussions designed to hone the competencies needed to interpret and implement human resource practices in California. Gain the knowledge to develop employment guidelines that satisfy the intricate California labor code, minimize potential litigation risks, and meet the strategic objectives of your organization.

Program Objectives

This program is designed to provide you with the knowledge and skills necessary to:

- Gain awareness with the new employment laws taking effect January 1, 2018.
- Accurately apply California wage and hour rules and regulations.
- Adhere to California benefits and workers' compensation rules and regulations.
- Accurately apply California regulations regarding leaves of absence when calculating employee leave.
- Interpret and apply California employment regulations regarding security, safety and privacy.

Program Modules

This program includes the following modules:

- Module 1: Introduction
 - What is SHRM?
 - SHRM Competency Model
 - Ground Rules and Expectations
 - Legend
 - Program Objectives
 - Agenda
 - Practicing HR in California
 - Where does California fit into Organizational Strategy?
 - 2018 California Employment Law Update and Review
 - PATCO Overview
- Module 2: California Wage and Hour
 - Agenda
 - Objectives
 - California Wage Orders and Hours Work Regulations
 - 17 California Wage Orders
 - Determining Workers' Status
 - Define "Hours Worked"
 - Compensable and non-compensable time
 - Work schedules
 - Minimum wage in California
 - California Indexed Minimum Wage Increases for Large and Small Employers
 - Wages based on municipalities
 - California Wage theft protection act regulations
 - Wage statement form
 - Various Hours Worked Regulations
 - California Wage Theft and Prevention Act
 - Rounding of hours
 - Make-up time
 - Travel time
 - Training time
 - Holiday shutdowns
 - Employment of minors
 - Meal and rest period regulations

- Flexible work schedule regulations
 - Paid sick time
 - Types of pay
 - On-call pay
 - Split shift pay
 - Reporting to work pay
 - Overtime
 - Calculating overtime
 - Discretionary and nondiscretionary incentives
 - Exempt vs. nonexempt overtime
 - Testing criteria
 - Apply testing criteria to job descriptions
 - Valid exemption categories
 - Unpaid internships
- Paying Employees and Commission Agreements
 - Permitted deductions
 - Final payment of wages
 - Terminations
 - Commission agreements
 - Terms and conditions
 - Incentive plans vs. commission plans
 - Accrual and payment of vacation hours
 - Calculate vacation accruals
 - Caps and accruals
- Module 3: California Privacy, Security, and Safety
 - Key privacy provisions in California Constitution
 - Enforcement of privacy rights
 - Impact of social media
 - Security protections in California
 - California Uniform Trade Secrets Act (CUTSA)
 - California Database Protection Act (CDPA)
 - California SSN truncation act
 - Criminal history information collection and usage in 2018 under AB 1008
 - Federal OSHA vs. California OSHA
 - Safety orders
 - GISOs

- Required responsibilities under California OSHA
 - Employee responsibilities
 - Accident investigations
 - Reporting
 - California heat illness prevention standard
 - Violence prevention policy
 - California ergonomics standard
 - Workplace violence prevention
 - California safety laws
- Module 4: California Benefits & Workers' Compensation
 - Covered California – Affordable Care Act
 - California health insurance exchange
 - Employer vs. employee components
 - Benefit eligibility periods in California vs. federal ACA
 - Registered domestic partners
 - California state disability insurance, unemployment insurance, and paid family leave benefits
 - California working share programs
 - Cal-COBRA activities
 - Essential workers comp requirements
 - Required employment practices for workers comp compliance
- Module 5: California Leaves of Absence
 - California Family Rights Act vs. Family Medical Leave Act
 - Allowable concurrency in leaves
 - Notice requirements and documentation
 - Types of leave
 - California Pregnancy Disability Leave
 - Accurate leave period
 - Drug/alcohol rehabilitation leave
 - Kin care leave
 - Parental Leave for Medium Employers (SB 63)
 - Domestic violence/sexual assault leave, crime victim leave, judicial hearings leave
 - Paid leave for voting
 - School disciplinary session leave vs. school activity leave
 - Volunteer emergency service leave

- Military, military spouse, and veterans service leave
 - Bone marrow/organ donor leave
- Module 6: California Employer/Employee Relations
 - Employer responsibilities for protected classes
 - Protected classes and activities under FEHA
 - Protections
 - Disabilities
 - Accommodations
 - Lactation accommodation
 - Religious dress accommodations
 - Harassment, retaliation, and discrimination
 - Assembly Bill 1825
 - New Transgender/Gender Identity/Sexual Orientation (SB 396)
 - Investigative consumer reports
 - Prohibition of Prior salary history (AB 168)
 - Negligent hire
 - California labor code requirements
 - Employee vs. independent contractor
 - Protections under California whistleblower act
 - Valid vs. invalid employment agreements
 - Business and profession code 16600 and 17200
 - CA at will doctrine
 - Wrongful termination
 - Constructive discharge
 - Private attorneys general act
- Module 7: Conclusion
 - Mitigating Employment Risks
 - Program Objectives
 - Returning to your Office
 - Program Follow-Up